

DEPARTMENT OF GENERAL SERVICES

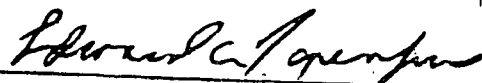
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DCHQ - Engineering and Central Services
District Court of Maryland, 2002A Industrial Drive Annapolis, MD 21401 3 August 2011
COURT COUNTY DATE

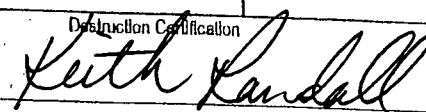
Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Retention Sched. No.	Item No				
FISCAL RECORDS <u>C.</u> Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Receiving Reports, Print Shop Requisitions, UPS Shipment Records	2219	SEC V 1c	Calendar Years 2005, 2006, 2007	8	8/22/11	A.A. County Landfill

11 Aug 2011



State Archivist

Destruction Certification



Signature of Court Official

WH Supervisor

Title

8/23/11

Date